

**Non-DoD AIR Card Account Enrollment Form**

(Please complete the form, Sign it where indicated, and FAX to DESC at (703) 767-9690)

<b>Account Name</b>	
DoDAAC/FedAAC/UIC	Supplemental DoDAAC
Branch of Service/Fed Civ Agency	Fund/Signal code

<b>Accountable Official:</b>	<b>Accounts Payable contact:</b>
Title/Rank	Title/Rank
Name	Name
Address	<b>Billing Address:</b>
City,State/Prov, Postal Code	City,State/Prov, Postal Code
Country	Country
Commercial Phone	Commercial Phone
DSN Phone	DSN Phone
Fax	Fax
E-mail address	E-mail address
<b>Signature:</b>	<b>Signature:</b>

(By Signing, the Accountable Official agrees to the Terms and Conditions contained in the Cardholder Agreement)

Card Information					
	Tail Number	A/C Type	Estimated Monthly Hrs flown	Estimated Monthly Gals Used	Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					

**DESC Approval:**

Date	Signature, Approving Official
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## **Non-DoD Cardholder Agreement**

Please review this Multi Service Cardholder Agreement. If you have any questions, please call our AIR/SEA Card Support Team at (913) 217-9303 or 1-866-308-3811 (toll free).

### **Credit Terms – Net 30 Days**

You will be provided with weekly invoices; your payment is due within 30 days of the statement date. Invoices outstanding more than 30 days are considered delinquent. If your payment office should fail to honor payment to Multi Service, you agree to pay our returned funds fee of \$30.00 or the amount allowed by law. In addition, if your payment is dishonored or your account becomes delinquent, Multi Service may require immediate and full payment of all outstanding amounts, as well as the return of your AIR or SEA Cards. In addition, Multi Service is entitled to offset any amounts it may owe you against any claims it has against you.

### **Instant Acceptance at More Merchants Worldwide**

Designed specifically for government aviation, the DESC-sponsored AIR Card is accepted at designated Aviation Merchants to pay for any brand of fuel, flight planning and weather, catering, parts and repairs and all other authorized services indicated in the AIR Card/Multi Service Worldwide Directory. Your Accountable Official (AO) will also provide a list of authorized merchants and services covered. Please note that Multi Service furnishes only the payment program. We neither sell nor warrant the services or goods obtained from the Aviation Merchants. As such, you agree to indemnify and hold Multi Service, its directors, officers, employees, agents, subsidiaries and affiliates, harmless from and against all claims, demands, proceedings, damages and liabilities for loss of or damage to any property whatsoever or for injury to any persons whatsoever and against all associated costs (including legal costs) and expenses that arise out of or are connected with any and all activities in connection with your receipt or use of services or goods contemplated herein or any contractual obligations Multi Service may have consistent with the scope of this indemnity to fuel vendors. Specific information can be obtained from International Operations at 1-913-451-2400.

### **More Information**

Usage of the DESC-sponsored AIR Card by the cardholder named on it indicates acceptance of the terms and conditions just outlined and as amended from time to time. "Usage...by the cardholder" includes the retention or use of the card by the cardholder himself or anyone under his control. The holder and AO of the DESC-sponsored AIR Card are liable for unauthorized use of the AIR Card and the holder agrees to be responsible for unauthorized use of the card prior to the cardholder notifying MSC. Transactions which occur prior to the time of the card being reported as lost or stolen will continue to be processed by Multi Service and are the responsibility of the cardholder. The holder and AO of the AIR Card represent that the credit card will only be used to obtain business, governmental, or commercial credit.

Either you or Multi Service may terminate this Agreement at any time. Once the Agreement is terminated, you must return to Multi Service all cards in your possession or control. Payment in full of all billed and settled transactions must be made upon termination. The cardholder is responsible for all transactions which occurred prior to the termination of this Agreement.

If cards are lost or stolen, it is your responsibility to call Multi Service immediately to prevent unauthorized use. Call 1-866-308-3811 or 1-913-217-9303 to report lost or stolen cards. You are responsible for all unauthorized use prior to notifying us.

Your account may enable you to access certain purchase information via our website, including on-line billing and payment mechanisms and other media such as an automated telephone service. You agree to follow our security procedures and to keep any passwords confidential. You are responsible for any losses or unauthorized access to your data that results from you or your employee or agent breaking security procedures. We use reasonable efforts to provide prompt and accurate transaction data; we are not responsible for any errors in such data. Under no circumstances shall Multi Service be liable for consequential, incidental, indirect or punitive damages for any claim arising out of or relating to this Agreement.

In the event of cardholder breach or default under the term of this agreement, the cardholder acknowledges and agrees, Multi Service may invoke any and all collection procedures allowed by applicable law. The cardholder could be liable to Multi Service for costs and expenses, including late charges and reasonable attorney fees, or other costs incurred by Multi Service as specified in the applicable statutes.